

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Quarterly Review - 27 January 1982

FROM:

EXTENSION

NO.

DATE

8 March 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Chief, P&TS/OL

2.

Chief, RECD/OL

Copies attached for:

3.

Chief, BPS/OL

4.

Chief, LSD/OL

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Chief, P&PD/OL

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The attached Memorandum
for the Record is for
your information.

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MEMORANDUM FOR THE RECORD

SUBJECT: Office of Logistics Quarterly Review - 27 January 1982

1. The Director of Logistics gave a short introduction on Logistics planning cycle. He outlined the cycle in broad terms as the DDA's Five-Year Plan, of which the first-year objectives are tracked quarterly. Additionally, the Office ties this Directorate Five-Year Plan into the Office MBO program, which, in turn, is integrated with the Office managers' advanced work plans and with the program and budget process.

2. The first presentation was by Dan King on the development and implementation of a Logistics Woman's Program. Mr. King reviewed the genesis of this program. At the current time, the program encompasses 11 separate recommendations from the Women's Working Group. The Director of Logistics will be meeting with this group to review the recommendations. The results will be discussed at the next quarterly meeting. Mr. King presented two studies on this program which are on file in the DDA's office.

3. The next presentation was by [] on a comprehensive review of the personnel management function in Logistics. The objective of this review is to develop a climate wherein all employees may achieve their greatest potential. [] presented the goal in very general terms as most of the milestones have not yet been defined. In response to a question from the DDA, he stated that all position descriptions and justifications are in need of review and updating. There will be a PMCD review of Logistics in FY 1983. The DDA asked that the job descriptions and justifications be updated prior to the arrival of PMCD. [] also spoke of a perennial problem in communications, stating that it is very surprising the large number of people who are ignorant of very basic information about personnel matters despite the very active efforts of management to negate this problem.

4. [] reviewed the objective to re-examine the OL management structure. He stated that the current structure was developed over the past 25 years and would not be discarded lightly. Alternatives such as integrating Supply and Procurement Division into a materiel acquisition function and combining Real Estate and Construction Division and Logistics Services Division into a basic property management and house-keeping function have been presented to OL management and were discussed at the Division Chief's planning conference in November. Mr. King mentioned the office would assess recent key managerial rotations before proceeding with any reorganization. Questioned if LIMS would dictate a reorganization,

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25X1 [] answered that he did not have any concrete factors at this time. However, his gut feeling is that a reorganization will be mandatory because OL will be going from hard copy processing to soft copy and from a direct manual customer interface to a concept of direct-dial, self-service.

5. The next presentation was by [] on the renovation of Headquarters space for SAFE program. He mentioned that Phase II has slipped to February, FY 1983, and that they are \$500,000 short for 1982 from the SAFE people. The DDA asked for a tour of "C" Vault and the UPS which was completed on 4 February.

6. The next presentation was by [] on renovating and relocating personnel in support of SAFE, Phase II. After mentioning that the move closely resembles an architectural Rubic's cube, [] gave a listing of all the moves and their sequence.

7. The next presentation was by [] on additional space at Bldg. 213. He noted that \$6.2M from NPIC was received and the work order is written for this portion of the construction. An additional \$7.3M will be coming in FY 1983. They will be constructing three floors, part of which will be for DIA. Design is scheduled for February and although it requires a series of individual events which must all happen in sequence, it appears at this time it will be completed on time. Several ad hoc comments were made between DDA, ADDA, and D/L on multi-year funds. The basic consensus was that the main hindrance to multi-year funds was the Comptroller and OMB and that this should be changed by the Executive Director.

25X1 25X1 8. The next two presentations were closely intertwined and were consolidating Agency Metropolitan Washington activities by [] and a 10-year construction plan by []. The total program is forecast at [] by 1989. [] of this will be in FY 1984 for the new building. At this point, the DDA stated that he felt there was no way we would get this amount in FY 1984 as the DDCI had already said the funding would be in FY 1985. A general discussion followed on the merits of halving this amount and putting [] in FY 1984 and [] in FY 1985. It was mentioned that the main constraints on the new building will be roads and parking. They mentioned that the Virginia Highway people were suggesting a fly under rather than a fly over interchange with Rt. 123. In response to a question from the DDA, they estimated this road work at \$3.5M. There was a general discussion on how the advertising for Congress and its staffers. In response to a question from the DDA, would it be possible to dig the foundation deeper and expand the size of the building downwards, justifying it as machine or special-purpose space, [] responded that they were already at rock foundation and any further depth could be gained only at large increases in costs. The DDA stated that he would like as much construction approved and actually underway as possible prior to any requests for modifications to increase the size of the building so that they would have a "fait accompli" on the funding.

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25X1 9. The next presentation was by [] on the digital prepress system. [] mentioned that the laser plate maker was currently a 1982 unfunded requirement. Although this item is funded in the 1983 budget, the Logistics strategy is to be prepared to purchase this platemaker in 1982 if the funding for LIMS developmental contracts cannot be processed prior to year-end funds cut off. Another option may be to reprogram funds within the Logistics budget to pay for this platemaker. In any case, there are a series of preinstallation actions such as space preparation, preparing utilities hookups, etc., which have to be done prior to the arrival of the equipment. This activity will take approximately 6 months and the lead time for the procurement of the equipment is approximately 3 months. This equipment is needed to interface with the Office of Current Operations production of large maps and other graphics.

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25X1 10. The next presentation was by [] on the status of LIMS. At the present time, they have completed a small module of LIMS (ASAPS) which is a property accounting system and which can be handled on the DD7260's and the ODP GIMS data base system without any procurement of new software or equipment. It has been developed by the LIMS Task Force which is currently staffed with one OF careerist, 6 ODP careerists, and 3 OL careerists. During the next quarter, their activities will be to finish testing ASAPS and to continue preparation of the RFP. [] stressed that the primary activity during the next quarter is to document an exhaustive and detailed list of the system requirements which have been studied over the past 18 months. He stated that the current budget forecast of \$2.7M through FY 1984 will probably not be enough, but they will have to wait until the RFP is processed before further defining the cost. This phase of LIMS project management rest with ODP.

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25X1 DDA/MS: [] (3Mar82)
Orig - File
1 - DDA Chrono
1 - DDA/MS Chrono
1 - Director, OL
✓ 1 - OL Plans Officer
1 - DDA Plans Book

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